

**APPROVED MINUTES OF THE JANUARY 30, 2006 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway,
Fairfax, Virginia, Conference Rooms 9

Attending: **SBC Members**
John Elzroth, Providence District
Katy Fike, Mount Vernon District
Beatrice Malone, Hunter Mill District
Elizabeth Novak, Mason District
Marvin Powell, Sully District
Mark Roeber, Springfield District
Robert Secundy, Acting Chair

Staff (Department of Purchasing and Supply Management)
Cathy A. Muse, Director,
Marvis Marshall, Vendor Relations Division
Ingrid Abernathy, Administrative Assistant

Absent: Marjorie Castro, At-Large
Thomas Kim, At-Large
Samuel Phipps, Lee District
Scott Monett, Dranesville District
Harold Pyon, Braddock District

Bob Secundy called the meeting to order at 7:10 pm

Minutes from the December 7, 2005 meeting were approved as submitted.
Marvin Powell presented motion, Libby Novakseconded. The motion carried

Election of New Chair & Vice Chair

Bob Secundy reminded the commissioners that Mark Roeber was nominated for Chairman and Marvin Powell for Vice Chairman at the December meeting. He then opened the floor for additional nominations. Receiving no additional nominations, the vote was held and Mark Roeber was elected Chairman, and Marvin Powell elected Vice Chairman of the SBC.

Staff Reports

Business Cards – Marvis Marshall distributed sample business cards to the commissioners. After much discussion on the layout of the business cards, it was requested that staff receive input from each commissioner as to the information for their cards (i.e., phone number, email address, mailing address).

SBC History/Role - Marvis reported that Tom Wilkins, former aide to Tom Davis, has agreed to attend the next SBC meeting to provide a history of the Small Business Commission. In addition, Cathy Muse will address the members of their role as Small Business Commission members.

Annual Report – The members were reminded that the SBC Annual Report is due in March 2006. Committee chairs were reminded to submit their reports to the Commission chair for inclusion in the annual report.

Legislative Session - Cathy Muse reported that it was a very active legislative session, and offered to provide a summary at the Commission requests, of matters that might be of interest or concern. Bob Secundy asked for a brief summation and Cathy responded by indicating on recent bills that were passed and/or died.

Virginia Business Opportunity Fair - Marvis informed the group of the upcoming VA Business Opportunity Fair, May 7-9 at Westfield and the Dulles Expo Center and indicated an acceptable level of sponsorship from Fairfax County had not yet been committed. She is working with the Fairfax County Economic Development Authority on a possible joint sponsorship.

Committee Reports – The Chair, Mark Roeber addressed the group suggesting what committees have charters and who will be assigned respectively.

Community Business Partnership - Libby Novak reported on the Community Business Partnership meetings she has been attending, and wanted to invite them to a future SBC meeting.

Chamber of Commerce Reports

Mount Vernon-Lee Chamber of Commerce (Katy Fike) invited Fairfax County DPSM to their March kick-off series on how to do business with the County and schools. It will take place March 9, 2006.

Herndon Chamber of Commerce (Marvin Powell) Marvin advised the commissioners to visit their website, and review all pertinent information about the chamber. He also informed the Commission on the upcoming sales training courses to be conducted on every Wednesday of the month, beginning on February 8, 2005 at 7:30 p.m.

Korean Festival/Fair - Mark Roeber reported on the Korean Festival/Fair in Arlington, VA on February 4th at the George Mason Regional Library at 2:00 p.m. Libby Novak indicated she would attend and represent the commission.

Marvin Powell reported on his recent involvement with the Korean community. The Korean Presbyterian Church of 4,000 members will be relocating from McLean, VA to Sully District. Marvin stated the chamber's intention with the Korean community is to build a stronger alliance and relationship, in hope to recruit as future members of the chamber.

New Business

Marvis reminded the group of the weather policies affecting commission meetings during the winter months. She also stated that she would always leave a message on her phone indicating when a meeting has been cancelled due to inclement weather conditions.

Cathy Muse reported on the new RFP negotiation process under the new resolution which now requires the County to negotiate with at least the top two ranked offerors, as opposed to only negotiating with the top-ranked offeror. The recently adopted Fairfax County Government Purchasing Resolution dated November 21, 2005 was distributed to the group, and also can be found on the Fairfax County website at <http://www.fairfaxcounty.gov/dpsm/regs.htm>

Adjournment

There being no further business, Mark Roeber moved to adjourn. Bob Secundy seconded. Meeting was adjourned at 8:20pm.